

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

RESUBMISSION

[illegible]

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Statistical Services</u>
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout? <u>Yes-Reports are Computer Printouts</u>

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>7</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

****See Attachment****

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These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy E. L. L...</i>	<u>5/1/89</u>	<i>Yukie Baker</i>	<u>5/1/89</u>
89-092		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
		<i>W. L. L...</i>	<u>9-12-89</u>
		Secretary of State/Designee	Date
		<i>Edward Weldon</i>	<u>9/11/89</u>
		Governor/Designee	Date
		<i>W. H. Rogers</i>	<u>9/11/89</u>

ATTACHMENT
Georgia Department of Education
Records Retention Schedule
Grants Management Section
Quality Basic Education (QBE) Payment Systems Report Files

REPORT NUMBER

DISPOSITION INSTRUCTIONS

EDGP 100-R1 (Conversion of Annual Grant Amounts to Monthly Payment Amounts)	Hold in Current Files Area one year; then transfer to State Records Center; hold for one year; then destroy.
EDGP 300-R1 (Current Monthly Work File)	Hold in Current Files Area one year; then destroy.
EDGP 400-R1 (Grant Payment Advice)	Hold in Current Files Area one year; then transfer to State Records Center; hold for two years; then destroy.
EDGP 600-R1 (Allotment Vs. Year-to-Date Paid)	
EDGP 600-R1 : July - May (except State Totals Pages)	Hold in Current Files Area until end of current fiscal year; destroy when superseded, obsolete, or no longer needed for reference.
EDGP 600-R1 : July - May (State Totals Pages)	Hold in Current Files Area one year; then transfer to State Records Center; hold for two years; then destroy.
EDGP 600-R1 : June Report	Hold in Current Files Area two years; then transfer to State Records Center; hold for four years; then destroy.
EDGP 900-R1 (Proposed June Payment Not Equal to Allotment Balance Exception Report)	Hold in Current Files Area one year; then destroy.
EDGP 1000-R1 (Recompute Current Annual Allotment Amount for Payment in Remaining Months)	Hold in Current Files Area one year; then destroy.
Y.B. 8/2/89 Grant Allotment Sheets (Record Copy)	Hold in Current Files Area two years; then transfer to State Archives for permanent retention.

ATTACHMENT (Page 2)
Georgia Department of Education
Records Retention Schedule
Grants Management Section
Quality Basic Education (QBE) Payment Systems Report Files

REPORT NUMBER

EDGP 1100-R1 (Fiscal Year Refund Detail
Listing, by System)

EDGP 1100-R2 (Fiscal Year Refund Detail
Listing, by Program Code)

DISPOSITION INSTRUCTIONS

Hold in Current Files Area two
years; then transfer to State
Records Center; hold for four
years; then destroy.

Hold in Current Files Area two
years; then transfer to State
Records Center; hold for four
years; then destroy.

FILE DESCRIPTION

School System and other correspondence,
Grant Budget Completion Reports, QBE
Advice Letters and other miscellaneous
information related to the QBE Payment
System.

DISPOSITION INSTRUCTIONS

Hold in Current Files Area two
years; then transfer to State
Records Center; hold for four
years; then destroy.